

**REVISED DECEMBER 2025**

## **NORMANDY HILL CONDOMINIUM ASSOCIATION NO. 3**

### **RULES AND REGULATIONS**

In order to maintain an outstanding home for all Unit Owners, it is necessary to provide certain Rules and Regulations to keep the day-to-day living arrangements running smoothly and to ensure a comfortable and enjoyable life for all of us who live in Normandy Hill.

The information contained in this booklet is for the purpose of achieving and maintaining this goal, as well as to comply with the Condominium Homeowners Association Declaration and By-Laws.

Residents shall advise their guests, caregivers and service people of these Rules and Regulations.

The Board of Directors has approved this Document. Any suggestions or recommendations for improving any portion of it are always welcome by the Board. Please submit all suggestions and recommendations in writing to one of the Board Members.

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## **GENERAL INFORMATION**

### **New Owner Welcome Orientation**

#### **The Board**

The Board of our Association has a minimum of five (5) members. The election of the Board Members takes place at the annual Unit Owners Meeting, which is held within thirty (30) days before or after the third Tuesday in May at the discretion of the Board. Notifications of meetings may be delivered personally or sent by mail to all Unit Owners. All Unit Owners are encouraged to attend. The Board Members are responsible for the direction and administration of the property. Officers must consist of a President, Secretary and Treasurer. If you are interested in serving on the Board, please contact a Board Member.

#### **Our Management Company**

The Board hires a Management Company to handle the day-to-day business of our Association. The Management Company is under contract and in general is responsible for the conduct and performance of all maintenance and services contracted and paid for through the Association.

Our Management Company information is posted on the mail room bulletin board. The Management Company is to be the first contact. For emergency problems, questions and complaints, please contact the Management Company. If you feel it is necessary to contact a member of the Board, please do so in writing.

## **RULES AND REGULATIONS**

It is the responsibility of the Unit Owner(s) to thoroughly review their copy of the "Declaration of Condominium Ownership" for additional information regarding the rights and responsibilities of ownership. The following Rules are by way of explanation in addition to the Declaration.

#### **Assessment Fees**

In order to meet monthly operating expenses (gas, water, trash collection, electricity, etc.) in our building and Master HOA and in accordance with the Declaration, it is imperative that Assessment Fees be paid on or before the first (1st) day of each and every month. The Management Company will specify payment options to the Owner.

The following is the Collection Policy with regard to monthly assessments.

1. All assessments are due and payable on the first day of each and every month.
2. If the assessment payment is not received by the Management Company on or before the tenth (10th) of each and every month, a late fee of twenty-five (\$25) dollars shall be assessed.

Please note that pursuant to the statutes of the State of Illinois, the Association is authorized to pursue various methods, including legal action, for the recovery of delinquent assessments and other monies owed to the Association.

#### **Building**

Only authorized personnel are allowed access to the roof of the building. Any service person needing access to the roof or if an Owner is having work done in their unit, a board member must be notified and the worker must show proof of license and certificate of insurance before work can commence.

Children cannot play in the hallways and corridors.

Hallways and stairwells shall be kept free from any obstruction at all times.

Inner fire doors shall be kept open at all times except when the Fire Alarm goes off and at that point they close automatically. Outer lobby fire doors shall be kept closed at all times.

Unit Owners shall promptly inform the management company of all maintenance or repair work within their unit including the avoidance of unsanitary conditions such as accumulation of garbage or trash which could adversely affect the property in its entirety or a unit belonging to another unit owner.

Appropriate clothing and shoes should be worn at all times in all the common areas.

**Smoking, any substance, is not permitted in any part (including resident units) of the building. Smoking is not allowed within 25 feet of any entrance. A fine of \$50 will be assessed if these conditions are not met. If smoke enters other units, it is considered a health hazard. Smoke travels through the ventilation system, electrical outlets, floorboards and walls and of course, smoking is a fire hazard.**

The doors to the individual units are common elements and therefore under the control of the Association. Altering or replacing said doors without written approval of the Board is prohibited. Damage to the door of any individual unit is the Unit Owner's responsibility to repair. If not done in a reasonable amount of time, the Board can have the door repaired and charged back to the Unit Owner.

### **Balconies, Decks, Patios and Railings**

Balconies decks, patios and railings are limited common areas for your use and enjoyment and are to be kept neat and clean.

Wooden roof decks on the third floor, the surfaces of all patios and balconies along with related railings are not considered the personal property of any of the Unit Owners. These are limited common elements, which are a subset of the building's overall common elements. These areas and items are to be maintained by the board as with any other portions of the common elements. If the roof has to be repaired and a deck that is otherwise in sound condition has to be removed to do so, it is then the responsibility of the Association to do the necessary removal or reinstallation. If a balcony and or deck are in disrepair or are unsafe, it is the responsibility of the Association to rectify the situation. If an owner chooses to make cosmetic changes to their balcony, deck or patio, it is then the responsibility of the owner to cover the costs with the approval of the board.

No carpeting or other coverings are permitted on any deck, balcony or patio. Before any installation of any patio surfaces, board approval is required.

Covered cooking grills are permitted providing the following requirements are met:

- Only a covered electric or gas cooking grill is to be used.
- Only an electric starter is to be used. Liquid/solid chemicals and charcoal are expressly forbidden.
- All grill and furniture covers must be a neutral or dark color.

The Association is not responsible for items damaged, lost or stolen from balconies and patios.

Appropriate patio furniture and outdoor plantings are permitted on the patios, decks and balconies.

Patios are not to be used as an entrance/exit to the common lawn area.

### **Building Security and Safety**

The cooperation of all Unit Owners and Residents is necessary to provide proper security for our buildings and property. Therefore it is important to heed security measures at all times.

1. Never allow entry of unauthorized persons to the building.
  - a. Please do not let unknown persons enter the building when you enter or leave.
  - b. Admit no one by buzzer unless identity is given and recognized by you.
  - c. Notify the Management Company immediately of any broken locks or unlocked doors leading to the outside (which are in the garage and stairwells). An investigation should take place as to why this occurred.
2. A one hundred dollar (\$100) fine will be imposed for a unit owner who allows their workers to leave any door opened and unattended.
3. Soliciting and loitering are strictly not permitted in the lobbies, hallways, building grounds or any common element.
4. Make use of our Management Company and Village Protection Services.
  - d. Report any suspicious persons or unusual activities to police and to the Management Company.
  - e. Inform the Management Company and/or neighbor where you can be reached during extended absence from the building.
  - f. If your unit has been entered, call both the police and Management Company without touching or disturbing anything in your unit.
5. There shall be no tampering with the fire alarm panels, smoke detectors, fire doors, fire extinguishers, emergency lights or any other building component which would tend to jeopardize the health, safety and welfare of the residents.
6. The roof, boiler room and maintenance room shall be entered by authorized personnel only.
7. Do not prop open the inside lobby door and leave it unattended. If you observe an object propping open the lobby door, promptly remove it.
8. No Estate Sales (Sale of furniture, personal belongings, etc. open to the public) are permitted without prior approval of the Board. A \$500 Security Deposit will be required in the event that damage or theft occurs in the building as a result of the sale. It is refundable, less \$100, after the sale, if no such damage or loss takes place. The elevator must be fully padded. Furthermore, there must be someone in the lobby and someone to escort people to the unit.
9. Large carts (Supermarket type) may be used only to transport groceries, flowers or clothing (when packing a car for a trip). There are 2 large carts to the left of the elevator for your convenience. Please return them promptly after use. Carts of any kind are not permitted in the lobby. Additionally, carts are not to be left in the hallway in front of your Unit overnight. Violation of this rule is subject to a fine of twenty-five dollars (\$25.00) for each infraction.

### **Bulletin Boards**

There are Bulletin Boards located in the building lobby and garage. They are there to keep you informed and in touch with events or items concerning your welfare and investment. Please do not remove postings unless authorized to do so.

## **Laundry Room — Hours 7 AM – 11 PM**

Laundry facilities are for the use of Unit Owners and/or residents only. No non-resident may use these facilities with the exception of caregivers or the person responsible for your laundry including guests.

Only two (2) washing machines and dryers can be used at a time. Please comply as a courtesy to your neighbors. A fine of twenty-five dollars (\$25) per machine will be collected if this rule is not adhered to.

Please promptly remove your laundry from the washers/dryers. If there are others waiting for a washer or dryer and you or the designated person do not remove your laundry in a timely manner, it will be removed and placed on the table.

Do not unlock the sliding door in the laundry room and then forget to relock it. Pass these directions to caregivers/cleaning persons, etc.

The lint trap in each dryer in the laundry room must be cleaned after each and every use. Use the broom and dustpan and the carpet sweeper to clean any lint that falls to the floor to prevent it from being carried out to the corridor carpeting.

The laundry room door **MUST** be kept closed at all times, when no one is in the room, **per Fire Department rules**. Please turn the lights off when you leave. A twenty-five dollar (\$25) fine will be imposed for each infraction, if the door is left open.

***Should any machine malfunction, please contact the phone number on the placard on the wall. Place an OUT OF ORDER sign on the machine.***

## **Common Elements**

Each Unit Owner is responsible for any damage to common areas caused by their negligence, carelessness or misuse or that of their occupants, guests, contractors, caregivers/cleaning persons, etc. All costs for repair or replacement along with enforcement costs, if appropriate, will be billed to the Unit Owner and payment will be required ten (10) days after the mailed notice from the Management Company is received.

All damages to the common property shall be professionally repaired. Repairs are to be approved in writing by the Association.

The Association wishes to preserve and improve landscaping of the building grounds. It is very important to have your cooperation in keeping the grounds free of litter, parked bicycles, toys and other equipment. Picnics, partying, sunbathing, sports activities and loitering on the lawn areas are strictly prohibited. Our lawn areas are for scenic purposes only. Please try to avoid walking on the grass.

The common elements of the building start as soon as you step off your patio or leave your Unit by the hall door. You cannot place any personal items such as plants, mats, flowers or paving stones on these areas without express permission by the Board.

Fire Ordinances prohibit the placing of boots, boot trays, umbrellas, shoes, doormats, carpeting outside of the unit door. Grocery carts are prohibited in the hallways or at the unit entrance door in the hall.

There shall be no carrying of liquids in open containers. All garbage, wet trash, etc. is to be carried out only in closed, leak-proof bags.

## **Fire Extinguishers and Smoke Alarms**

Please take note of the Fire Extinguishers and Fire Alarms located on each floor of the building. Notify the Management Company if you notice any irregularities in this equipment. Tampering with the equipment is a criminal offense.

Smoke alarms within the units are part of the Central Alarm System and are checked regularly by the Fire Department to be certain that they are in proper working condition. Unit Owners are responsible for any fees assessed for false alarms as designated by the Fire Department. Cooking smoke can easily set off your smoke alarms, as may candles. Unit owners are to be made aware that when cooking, use the fan on your stove. If a Unit Owner sets off an alarm more than two (2) times per year, they will be fined \$50.00 per occurrence, in addition to the Fire Department's charges.

### **Insurance**

Owners shall be individually responsible for insuring their personal property in their respective units and stored elsewhere on the property, along with their personal liability to the extent not covered by the Liability Insurance for all owners, obtained by the Association.

Property damage and liability coverage for the common property is carried by the Association. Each new unit owner and his/her mortgagor may request a copy of the Certificate of Insurance showing coverage under the policy.

Each Unit Owner shall maintain his unit at his own expense and shall not do or allow anything to be done in the unit or the common elements which may increase the cost of or cause the cancellation of insurance on other units or on the common elements.

Every unit must now be covered by Liability and Fire Insurance. Everyone should carry Liability and other coverage as recommended by their agent. Remember, the insurance that the building carries as a whole would only restore your unit through the drywall prime coat in the event of a fire completely gutting your unit.

**Dwelling Insurance** should be appropriate to cover the portion of your insurance policy that would cover replacement of items such as upgraded kitchen cabinets, bathroom vanities, tile/hardwood flooring and other component parts of your unit that are affixed to the floor or walls.

**Personal Contents Coverage** can only be determined by you and we advise you to discuss this with your family and insurance agent.

You may also want to make sure that your policy covers the cost of living elsewhere in the event that it is not possible to occupy your unit while the building is being repaired after a fire, and it will protect you in the event that deductibles for the Association or other owners for damage you caused is charged back to your unit. If there is a problem from one unit to another causing damage, each unit owner must contact their insurance company to resolve the issue.

Please have your insurance agent send a Certification of Insurance to our Board. For a new owner, the lender will require proof of the homeowner's policy prior to close.

### **Maintenance**

***For emergency problems with heat, power and water in common areas, call the Management Company.***

### **Moving In or Out**

Notice must be given to the Management Company for all move-ins and all move-outs at least five (5) working days prior to the move. Only one move at a time is permitted. There is a move-in/move-out non-refundable fee in the amount of \$350.00.

A request for the elevator to be padded and a mat put down on the elevator floor should be called into the Management Company for the specific day(s) needed three (3) days in advance.

A fine of forty dollars (\$40) will be imposed for failure to do so. If the Management Company fails to respond to your request on the day you need, contact one of the board members who will give you access to the pads in the maintenance room and you may put them up yourself.

All furniture and belongings must be moved in or out via the elevator and the garage door. Under no circumstances are they to be moved through the front lobby doors. Only if a furniture piece is too large to fit into the elevator, it must be moved in or out, or carried down or up a stairwell to or from the garage for all units.

Movers are not permitted to tie up the elevator. Reasonable access to the elevator must be given to all Unit Owners at all times. Moving trucks may park in the garage driveway, but well to the side so that a car entering or leaving the garage has room to pass it.

Any moving in or out should be done with expediency and with the least disturbance possible. The security entrance door should not be left open or unattended at any time. On completion of the move, it is your responsibility to make sure that all doors are locked and the garage door closed.

Placing of furniture boxes, personal items, etc. in the lobby or out on the lawn, walks or parking areas is strictly prohibited.

**PROCEDURE:** Please deliver your checks in the amount of \$350 payable to Normandy Hill Condominium Association No. 3 to the Management Company or to a member of the Board of Directors as soon as you know the date you will be vacating the premises. The buyer of your unit should also be advised of this procedure prior to the move-in.

The Unit Owner is responsible for arranging for the prompt disposal of all packing materials, old carpeting, etc. in the event that these items do not fit into the trash dumpsters. It is each owner's responsibility to arrange for disposal. **Cartons and boxes must be broken down, laid flat and put into a trash bin.** By not adhering to this, you will be charged additionally for any cost incurred from the Disposal Company.

**It should be noted that mattresses, furniture, TVs, electrical appliances, etc. are not picked up by the Disposal Company. The Disposal Company is only responsible for garbage. You must dispose of these appropriately at Village facilities or elsewhere.**

## **Rentals**

***Our Building is strictly owner owned. There are no rentals allowed for any reason other than to a member of the Unit Owner's immediate family. There are no short-term rentals or AirBnB at any time.***

## **Contractors and Improvements**

Contractor Rules and Regulations may be accessed through the Management Company. Plumbers/electricians should be licensed. Remodeling contractors are not necessarily licensed, however they must present a Certificate of Insurance naming Normandy Hill III as the additional insured. Owners should complete an alteration request form outlining the scope of work, the

insurance and the timeline of completion. Owners must sign the form. Any construction debris has to be removed by the contractor.

### **Noise**

No obnoxious or offensive activity shall be carried on in any unit or in the common elements, nor should anything be done therein, either willfully or negligently, which may be an annoyance to the other owners or occupants.

Sound devices shall not be played at an unreasonable volume at any time. Unreasonable volume is defined as anything audible outside the unit. Reverberation caused by low bass sounds that interferes with the life of neighbors next to and above your unit is prohibited. BE CONSIDERATE.

Carpentry, carpet laying, tile setting, picture hanging, or anything involving hammer work, etc. must be done between the hours of 8:00 AM to 7:00 PM only.

Special circumstances may call for a "neighborly" accommodation to this rule. Please contact a Board Member for special circumstances.

### **Flooring**

When a new hardwood, hard surface or laminate floor is to be installed, underlayment and sound barrier material is required. It is absolutely mandatory that a Unit Owner discuss the plans with the Board of Directors well before the work is scheduled to begin. The question of the type of underlayment, sound barrier material, etc. should be agreed upon and a statement signed by the Unit Owner as evidence that the decision of the Board will be followed and kept as a permanent record.

### **Garage/Parking**

All vehicles parked on Condominium property shall be in good operating condition with valid state and municipal license plates and registration.

Parking spaces in the garage shall not be rented to anyone who does not live in the building. If a family member or friend is temporarily using a space, the vehicle should be registered with a Board Member.

All boats, trailers, recreational vehicles and commercially marked vehicles in excess of five thousand (5,000) pounds and vans higher than 6' 8" are prohibited from the parking areas without written permission of the Board.

Playing ball, games, skateboarding, loitering, etc. is prohibited in the parking areas.

Any oil leaks are to be cleaned up by the owner/resident.

You must not dispose of old furniture, appliances, etc. in the garage. The Recycle Bins downstairs are strictly for recycled materials. Garbage does not belong there. All garbage should be disposed of through the garbage chutes on each floor.

The Association is not responsible for loss or damage to vehicles, or injury to persons in the parking areas.

The posted speed limit in the garage is five (5) miles per hour. The posted speed limit on our street is fifteen (15) miles per hour. Any infraction of this rule may result in a fine.

Parking regulations outside the building are regulated by the Homeowner's Association Rules and Regulations.

Cabinets are for the storage of non-hazardous materials only. Fire regulations forbid piling any contents within 18" of the ceiling. Owners are to furnish their own locks. In the event of an emergency, locks will be cut off if the owner cannot be present. You are allowed one (1) cabinet per parking space.

Only the following items are allowed to be stored behind your car in the garage:

- Closed cabinet no higher than 18" from the ceiling
- Bicycle
- Shopping Cart
- Folding Table
- Baby Transporter
- **GARAGE SPACES ARE NOT TO BE USED FOR EXCESS STORAGE.**

No auto engine should run any longer than it takes the car to leave the garage.

### **Pets**

No dogs or cats can be kept other than one that a handicapped individual must rely on for physical assistance on a daily basis. The dog must be certified as a Service Dog and wear the Service Dog vest that they are given. Therapy Dogs are not considered Service Dogs.

Except for a Service Dog, visitors cannot bring a dog into the building under any circumstances or conditions. (See Addendum A for rules and laws regarding service dogs or comfort animals.)

### **Trash**

All garbage should be placed in leak-proof containers, tied securely and deposited in the garbage chutes or taken to the garage and placed in a dumpster. All items should be placed in the dumpster, not on top of it and not on the floor. The Recycle Bins are used for paper, glass, cans and plastic items and are marked accordingly. The Board asks for your cooperation in keeping the dumpster area in order.

**Large cartons and boxes should be broken down, laid flat and put in the dumpster.** Paper, glass, cans and plastic items should be placed in the bins marked for recycling. **Pizza boxes belong in the dumpster. Greasy, dirty pizza boxes do not belong in the recycling bins. No hazardous materials, electronics, batteries, paint, fluorescent bulbs or other restricted materials may be placed in Association bins. You must recycle these appropriately at village facilities or elsewhere.**

### **Violation**

Section 18.4 (L) of the Illinois Condominium Property Act specifically authorizes the Board to levy reasonable fines for violations of the Declaration and Rules and Regulations of the Association.

If any Unit Owner is charged with a violation, a written notice will be sent and he or she will be given the opportunity to speak and defend his position. If the Unit Owner is found guilty of the violation, said Unit Owner will be notified in writing and a fine will be charged to the Assessment Account of the Unit Owner and collected with the monthly assessment. Please see the Fines Page.

We trust that we will have your full cooperation in complying with all the provisions of the Declaration and Rules and Regulations of the Association, so that the need to utilize fines for enforcement can be avoided.

**Rules and Regulations Booklet**

Each Unit Owner is provided with one (1) copy of this Booklet. Any additional copies may be purchased from the Management Company at a cost of \$10.00. A selling Unit Owner or their Attorney must give the Buying Owner a copy of this Booklet and any Addendums added in the course of their ownership. Rules, regulations, restrictions and covenants contained in the Declaration and By-Laws are incorporated as part of these Rules and Regulations and are subject to the enforcement policies set forth in the Violations and Appeal Section.

## **ADDENDUM A – Emotional Support Dog Request**

The undersigned (owner) requests HOA allowing an Emotional Support Dog (ESD) in the Premises in accordance with the following terms and conditions:

1. Owner certifies he or she has, and a licensed Psychiatrist or Mental Therapist has diagnosed Owner to have a mental disability that substantially limits one or more major life activity (such as walking, seeing, working, learning, washing, dressing, etc.) as defined under the Americans with Disabilities Act, the Fair Housing Act, and the Rehabilitation Act of 1973. Said Psychiatrist or Mental Therapist has completed, signed and returned the attached diagnosis certification and (2) prescribed an Emotional Support Dog specifically as treatment for owner mental disability.
2. The ESD is classified as a service animal under federal regulations and the animal has been individually trained to provide treatment for owner specific disability.
3. No modifications to the premises or common areas are or will be required to accommodate the ESD. Owner acknowledges that the Building or HOA will not service or make repairs in the apartment with an ESD and, therefore, the Resident is responsible for the same at Resident's expense.
4. If ESD disturbs other building residents or if any other provision of the Apartment Lease or this Agreement is untrue or violated, the owner shall remove the ESD from within premises upon 24 hours of HOA notice. Failure to comply with this provision will obligate the owner to pay HOA \$100 per day until the ESD has been permanently removed from the Premises. The owner acknowledges and accepts HOA's zero tolerance for disturbances and violations and it is the owner's responsibility to, without exception, manage the ESD in a manner that does not disturb, threaten, endanger or affect other residents and their guests' peaceful enjoyment of the common areas and their premises.
5. Barking at any time of day for any reason is a violation of this agreement.
6. The owner assumes full liability and indemnifies the HOA for, from and against all claims relating to damages, disputes and injuries resulting from the ESD including legal fees for actions to collect damages or lost rents whether or not said actions are successful. Owners must keep the ESD current with all immunizations typically recommended by law or typical veterinarian standards.
7. The Owner has not, prior to the execution of this agreement, had or allowed any dog or ESD in the premises.
8. The Owner is responsible for the FULL replacement and/or repair cost of carpet, walls, blinds, flooring or any other items damaged in any way by ESD's. The Owner will also be responsible for the full cost of any exterminating or additional cleaning that may be required because of the ESD.
9. If the Owner's Security Deposit was previously refunded for any reason, upon signing this agreement the Owner shall replace the previous deposit in an amount equal to \$1,000.00 (one thousand dollars). Owner liability for damages, cleaning, repairs and expenses are not limited by the amount of these deposits and the owner shall be and remain personally liable for any deficiencies including collection costs.
10. ESD's are not allowed in the passenger elevator and must be leashed with a muzzle at all times in the common areas. ESD's are not allowed on any landscaped or grass areas on the premises including but not limited to the courtyards and may not loiter or be exercised in the lobbies or common areas.

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this Affidavit are true and correct.

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(Owner)

(Date)

**Letterhead of State Certified Professional**

*(Psychiatrist, Psychologist or Therapist)*

TO: 4000 Dundee Rd HOA

Dear HOA:

[Full Name of Owner] is my patient, and has been under my care since [date]. I am familiar with his/her history and with the functional limitations imposed by his/her disability. He/She meets the definition of disability under the Fair Housing Act.

Due to mental illness, [Full Name of owner] has certain limitations regarding [social interaction/coping with stress/anxiety, etc.]. In order to help alleviate these difficulties, and to enhance his/her ability to live independently and to fully use and enjoy the dwelling unit you own and/or administer, I am prescribing an emotional support animal that will assist in coping with his/her disability.

I am familiar with professional literature concerning the therapeutic benefits of assistance animals for people with disabilities such as that experienced by [first name]. Upon request, I will answer other questions you may have concerning my recommendation that [Full Name of owner] have an emotional support animal. Should you have additional questions, please do not hesitate to contact me.

Sincerely,

[Signature] \_\_\_\_\_

Typed or Printed Name of Professional \_\_\_\_\_

Illinois Board Certification # \_\_\_\_\_